

U.S. Fish & Wildlife Service
Sacramento NWR Complex
Volunteer Opportunity

Position Title: Hunt Program Assistant Volunteer (September/October – November/December 2013)

Supervisor: Visitor Service Specialist (Hunt Coordinator)

Objective: The volunteer is responsible for assisting the visitor services specialist in maintaining the hunt area including signs, kiosks, check stations, etc. All of these resources assist visitors in their enjoyment and understanding of the Sacramento National Wildlife Refuge Complex's management of its natural resources.

Duties: The volunteer will work primarily on-site at the Sacramento National Wildlife Refuge Complex assisting staff in daily visitor services hunting maintenance operations. The volunteer will assist in cleaning, weeding, painting, upkeep of signage and kiosks, maintaining hunt area blinds, and various other duties as needed.

Duty Station: Sacramento NWR, Willows, CA

Qualifications:

- Ability to clearly understand the purpose of the refuge, its wildlife and visitor services programs, the National Wildlife Refuge System and the location of the Refuge lands.
- A desire to treat volunteer service as a serious responsibility.
- Completing or possesses a bachelor's degree in recreation planning, environmental education, natural resources management, or a related field is preferred.
- An interest and ability to perform physically active work and have an interest or background in working on hunting and maintenance-type projects.
- Ability to work in the field with possible exposure to ticks, stinging insects, poison oak, and inclement weather conditions including hot or cold temperatures, walking on uneven ground, walk in water with waders, lift and bend. Must be able to lift at least 25 lbs., use a step ladder, and to perform physical active work.
- Complete training when needed, wear the refuge volunteer uniform properly, and report to duty on schedule.
- Takes initiative to complete job duties with diligence and excellence.
- Organized, motivated, and able to complete tasks in a timely manner.
- Willingness to obtain basic knowledge and understanding of nature and common migratory birds that use the refuge.
- Ability to work effectively with people of various perspectives and temperaments. Have patience and tact with visitors—many visitors ask repetitive questions regarding the refuge and hunting.
- Ability to work on a team, assisting staff and visitors whenever needed, and approach duties with a positive attitude.
- Strong interpersonal communication and public speaking skills.
- Possess a valid driver's license and ability to drive U.S. Fish and Wildlife Service (FWS) vehicles.
- Ability to or learn to operate computers for word processing and spreadsheets.

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- Able to pass a background check which includes fingerprinting.

Major Duties (Other duties may be assigned as needed)

Assist Refuge staff with a variety of work related to visitor services at the Complex. Specific projects may include:

Reporting/Internal Communications

1. Participate in public use weekly meetings at the Refuge and other meetings as needed.
2. Record hours and activities at the end of each work day.
3. Assist staff with day-to-day office operations at the Complex.
4. Operate office machines such as computer, fax, laminator, copier and computer programs such as Microsoft Excel and Word.

Hunting Program

1. Collect and enter bird harvest information into database.
2. Update waterfowl harvest data and waterfowl counts on message tape and on website on Mondays and Thursdays by 1 p.m.
3. Assist hunt coordinator with facilitating the junior hunt.
4. Update hunter information kiosks.
5. Interact with hunters and check station staff at check stations.
6. Maintain hunt signs.
7. Clean hunt blinds.
8. Maintain disabled hunt blinds.

Visitor Center/Bookstore

1. Open and close the Visitor Center and bookstore.
2. Greet visitors and provide helpful, accurate information and materials.
3. Answer questions via phone and in-person, using good communication and public relations techniques.
4. Engage visitors in conversation, offer showing of videos, and encourage guest register sign-in.
5. Fill and clean the brochure racks.
6. Sell publications and other merchandise in the bookstore. Maintain bookstore by completing monthly deposits. Restock, reorder, and clean bookstore as directed.

Obligations:

- Assist the hunt coordinator in managing a successful hunt program for ~23,000 hunters annually.
- Complete the training needed to perform the assigned duties safely and efficiently. Follow all safety and health requirements including the use of personal protective equipment and instructions. Report unsafe conditions, concerns, or close calls to your supervisor immediately.
- Provide own transportation to and from the primary duty station. May drive government vehicle while working as a volunteer but must possess a valid state driver's license and follow all vehicle safety protocols including wearing a seat belt, not using a cell phone

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while driving, and adhere to the 15 mph speed limit on refuge lands. Vehicle travel on the refuge is restricted to roads and levees unless other arrangements have been coordinated with refuge staff.

- Willing to serve without monetary compensation.
- Report for work on dates and times as agreed with your supervisor.
 - Work will be coordinated with the supervisor to determine exact locations and access routes to avoid conflicts with other projects/programs.
 - Tour of duty will be set with supervisor for 4 days per week and 8 hour work days (no federal holidays). Exact times will be set with supervisor after being hired.
 - The refuge reserves the right to change the volunteer work schedule in order to meet supervision needs and housing availability.
- Required to have a personal cell phone for emergencies and communication with supervisors.
- Use of the refuge is permitted only for authorized purposes and times.
- Willingness and flexibility to assist staff and visitors when needed.
- Work cooperatively as a member of the refuge team.
- Will conduct personal affairs in a manner that does not adversely affect the FWS or their own integrity, reputation or credibility.
- Willing to contribute a minimum of 30 hours per week for 3-4 months to receive government housing (RV space or bunkhouse). Occupants are expected to abide by the bunkhouse rules.
- If using a government computer, volunteers will follow the Rules of Behavior for Network Resources and agree to the responsibilities, security measures, and expected behavior outlined in that document. A failure to follow them can result in disciplinary action.
- Volunteers also help protect refuge resources and visitor safety by informing visitors of potential safety hazards, conducting programs in a safe and orderly manner, and reporting safety hazards and law-breaking to their supervisor or to law enforcement. Volunteers will not engage in law enforcement.
- Commitment to adhere to the FWS and California Department of Fish and Wildlife conservation regulations.
- FWS volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefits. However, volunteer service is creditable work experience.

Criteria for Dismissal:

The following can result in immediate dismissal:

- Missing a work period without prior notification or constant absenteeism.
- Not completing or following the qualifications or obligations above.
- Disrupting the effectiveness, quality, or success of the refuge operations.
- Not following USFWS and/or Refuge specific regulations (such as closed areas) without prior permission from a supervisor.
- Misuse of government property including vehicles, keys or use of closed areas.

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Send Resume with Cover Letter to:

Lora Haller • Visitor Services Specialist • lora_haller@fws.gov • (530) 934-2801
Sacramento National Wildlife Refuge Complex
752 County Road 99W
Willows, CA 95988

Interviews:

Applications accepted July – September. Qualified applicants will be contacted for an interview.